
HR COORDINATOR JOB DESCRIPTION

Job Status: Part-time
Hours: 30 hours/week
Job location: Remote

ABOUT MEDGLOBAL

MedGlobal is a global humanitarian non-profit organization providing medical and health education services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health professionals of diverse backgrounds.

JOB SUMMARY

As a small but rapidly growing global health organization, we are looking for an HR Coordinator who will play a key role in assisting with recruiting, hiring, onboarding, payroll, and other strategic initiatives. The HR Coordinator will assist in reviewing and auditing employees and contractor payments to ensure they are paid in accordance with regulations, and recommending solutions to issues as appropriate.

KEY RESPONSIBILITIES

Human Resources

- Coordinating the recruitment of new team members, and provide candidate recommendations to hiring managers
- Help to onboard new team members to internal systems and assist in training as needed.
- Maintain up-to-date information on employees and contractors
- Assist in managing HR-related claims on behalf of the organization
- Update and create HR-related policies and procedures.
- Assist accounting with managing employee and contractor payroll.

Education and Experience

- A bachelor's degree is required for this position, with degrees/concentrations focused in HR Administration preferred
- 3-5 years of related experience in human resources
- Working knowledge of payroll requirements, federal and state regulations, and familiarity with payroll systems
- Ability to prioritize multiple tasks and projects simultaneously, demonstrating a sense of urgency, and excellent follow-up, and to work independently and with confidentiality
- Non-profit experience a plus.
- Excellent verbal and written communication skills

HOW TO APPLY

Please submit a resume/CV and cover letter as PDFs to careers@medglobal.org with the subject line "**Last Name, First Name - HR COORDINATOR.**" Applications that do not follow these instructions will not be considered. No phone calls or emails to team members, please. If you would like an update on your application, please wait at least 4 weeks after the date of your application to follow up.